



DEPARTMENT OF THE NAVY  
OFFICE OF THE CHIEF OF NAVAL OPERATIONS  
2000 NAVY PENTAGON  
WASHINGTON, D.C. 20350-2000

IN REPLY REFER TO

29 March 2002

From: Chair, Presidential Management Intern (PMI) Oversight Council

Subj: IMPLEMENTATION OF THE PMI EVALUATION PROCESS AND ROTATION  
AFTER ACTION SUMMARY

Ref: (a) OPNAV Instruction 12430.3 (OPNAV Performance Management Programs)  
(b) CNO PMI Basic Development Plan Amended January 01 version

Encl: (1) Form PMI Rotational Evaluation  
(2) Form OPNAV 12430/1 (Apr 98), CNO Performance Appraisal Form GS 1-12  
(3) Form CNO PMI Rotational Summary

**EXECUTIVE SUMMARY:** CNO PMIs are required to use the PMI Rotational Evaluation form (enclosure (1)) after each rotation and ensure their Executive Sponsor receives a copy of the completed evaluation. Executive Sponsors will be required to use the PMI's rotational evaluations in ensuring the completion of the PMI's annual CNO Basic GS 1-12 evaluation form (enclosure (2)). In addition, all PMIs should complete a rotational summary form (enclosure (3)), which will be archived in the Director of the Navy Staff's office. This policy should take effect immediately and be retroactive to the 2000/01 classes of PMIs in regards to the rotation summary forms only.

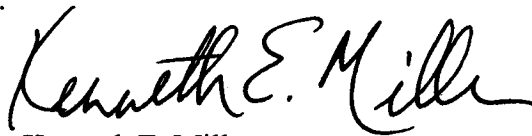
**BACKGROUND:**

- **Evaluation Form.** Both references (a) and (b) outline the need for performance evaluations. Currently only the basic GS 1-12 evaluation form is available for documenting PMIs' (as GS 9/11/12) work performance while on rotation. By using the supervisory inputs generated from the new PMI Rotation Evaluation form in completing the OPNAV-wide CNO Performance Appraisal form for GS 1-12, PMIs will gain the comments of rotational supervisors while building an appraisal record similar to their OPNAV peers.
- **Rotation Records.** No written accounting of lessons learned from CNO PMIs' previous rotations exists in a readily accessible database or filing system. At the beginning of program the number of CNO PMIs was small enough that this information could be communicated via word-of-mouth in sharing past experiences. AS the CNO PMI program grows and as PMIs transition into OPNAV, DoD, and other branches of the federal government, the program will benefit from such a record of these experiences. Therefore a simple after action summary form will be used to capture this information and will be maintained and made web accessible by N09BD for the benefit of future CNO PMIs and their Executive Sponsors.

**Subj: IMPLEMENTATION OF THE PMI EVALUATION PROCESS AND ROTATION  
AFTER ACTION SUMMARY**

**GUIDANCE:**

- All rotational supervisors/mentors should use the PMI Rotational Evaluation form. The information submitted via this instrument will then be used as the major contributing input for the Chief of Naval Operations Performance Appraisal Form for GS 1-12 that shall be completed by the PMI's Executive Mentor annually.
- All PMIs should complete the Rotation Summary form and transmit it to the Chair of the PMIOC and N09BD for archiving, within 30 days of the completion of their rotation. These records shall be available to any member of the PMI Oversight Council or any current or former DoN PMI, in addition to being maintained on the N09B webpage.
- At any point a current or former CNO PMI or member of the CNO PMI Oversight Council may make recommendations for the improvement of these forms to the PMI Oversight Council via the council chair.



Kenneth E. Miller  
Assistant Deputy, Chief of Naval Operations  
(Warfare, Requirements, and Programs) (N7B)

## CNO PMI Rotation Evaluation

This evaluation form is designed to evaluate the intern in terms of work habits and actions required of professionals. The purpose is to reinforce the intern's strengths and outline the areas where improvement is needed. Please complete sections 1-3 and discuss this evaluation with the PMI.

Name of PMI: \_\_\_\_\_

Name of Rotation Office: \_\_\_\_\_

Position: \_\_\_\_\_

Period covered by this evaluation: From: \_\_\_\_\_ To: \_\_\_\_\_

Name of Evaluator: \_\_\_\_\_

Evaluator's work relationship to the PMI: \_\_\_\_\_

1. Briefly describe the nature of the assignment(s) or project(s) with which the intern has been engaged during the period covered by this rating; include a statement of the significant knowledge, skills or experience gained. Use additional space or pages, as required.

2. Using the scale below, please complete the following based on the PMI's performance during his/her rotation.

Scale:

1 = No Proficiency

2 = Low Proficiency

3 = Moderate Proficiency

4 = High Proficiency

5 = Very High Proficiency

N/A = Not Applicable, Proficiency Not Required

	Proficiency Description	PMI Proficiency Level
1.	Process of Work: executes work assignments and meets assigned deadlines.	
2.	Quality of work: meets accepted standards with regard to work quality and quantity, completeness and accuracy.	

3.	Requires minimal supervision. Works independently on routine assignments, needs supervisory guidance primarily for unusual or complex situations.	
4.	Clarity of Communication: in written and oral communications, expresses information clearly, and in meaningful terms.	
5.	Able to utilize/apply quantitative standards or metrics in their work.	
6.	Resolves conflicts, confrontations, and disagreements in a constructive manner.	
7.	Acts decisively on own authority when timely action is needed, even in uncertain situations.	
8.	Recognizes and articulates how the mission, goals, and objectives of own organization fit into the entire DON.	
9.	Points out deficiencies or improvement opportunities and presents solutions and implements them when possible.	
10.	Possesses the ability to persuade others to pursue actions in the best interest of the agency.	
11.	Demonstrates high standards of honesty, integrity, honor, and trust.	
12.	Clearly articulates, presents, and promotes ideas and issues before a wide range of audiences (including senior officials) in an effective manner.	
13.	Exhibits ability to recognize and define a problem or issue, gather necessary data, and distinguish between relevant and irrelevant information.	
14.	Coordinates with other parts of the organization to accomplish goals.	
15.	Applies quality principles such as teamwork, quantitative decision-making, and continuous process improvement to meet expectations.	
16.	Seeks and makes use of feedback from others.	
17.	Accomplishes individual assignments through application of program or technical knowledge gained through current or past rotations/assignments.	
18.	Searches out assignments.	
19.	Adapts readily to new situations and/or change.	
20.	Understands team goals and functions as a team member while according others proper dignity.	

3. OVERALL EVALUATION - Considering the factors listed above, what is your overall evaluation of the intern's performance? Include any outstanding strengths, weaknesses or limitations, which may affect the intern's probable future effectiveness or progress in the Presidential Management Intern Program. Also please include your views on the Intern's career potential with the Navy, under "recommendation", below.

RECOMENDATION:

**PMI'S COMMENTS**

**I have received and reviewed the above evaluation. My comments, if any, are as follows:**

\_\_\_\_\_  
Signature of Intern

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Evaluator

\_\_\_\_\_  
Date

**CHIEF OF NAVAL OPERATIONS  
PERFORMANCE APPRAISAL FORM  
GS 1-12**

**PART I**

**1. PERIOD COVERED**

**2.**

**FROM:**

**TO:**

☐

**INTERIM APPRAISAL**

☐

**RATING OF RECORD**

**3. NAME:(LAST, FIRST, MIDDLE INITIAL)**

**4. SSN:**

**5. POSITION TITLE/SERIES/GRADE**

**6. ORGANIZATION/CODE**

**7. RECORD OF REVIEWS AND FINAL APPRAISAL.**

(Signature indicates that this step of the process has been completed. Must be signed and dated.)

(NOTE: Employee signature does not necessarily constitute agreement with the plan or rating.)

**STANDARDS**

**PROGRESS REVIEW**

**RATING**

**IMMEDIATE  
SUPERVISOR**

**SECOND LEVEL  
SUPERVISOR**

**EMPLOYEE**

**8. RATING OF RECORD OR INTERIM APPRAISAL.**

☐

**ACCEPTABLE**

☐

**UNACCEPTABLE**

**9. EMPLOYEE'S POSITION DESCRIPTION IS CURRENT AND ACCURATE?**

☐

**YES**

**OR**

☐

**NO**

**10. SUPERVISOR'S COMMENTS**

**WORK PLAN (CRITICAL ELEMENT)  
OBJECTIVES**

**NOT  
MET      MET      EXC**

**PART III**


**WORK PLAN RATING**

- |                                 |  |
|---------------------------------|--|
| <b>Unacceptable</b>             | <input type="checkbox"/> Failed to meet the majority of work plan objectives |
| <b>Minimally Successful</b>     | <input type="checkbox"/> Met the majority of work plan objectives            |
| <b>Fully Successful</b>         | <input type="checkbox"/> Met all work plan objectives                        |
| <b>Exceeds Fully Successful</b> | <input type="checkbox"/> Exceeded the majority of work plan objectives       |
| <b>Outstanding</b>              | <input type="checkbox"/> Exceeded all work plan objectives                   |

**COMMENTS**



## EMPLOYEE

### ELEMENTS AND PERFORMANCE STANDARDS PART II

Failure to attain acceptable level of performance in any portion of a standard will result in an unacceptable for the entire element. "U" marks require factual documentation.

#### ELEMENT 1. TECHNICAL COMPETENCE/PROGRAM MANAGEMENT

☐ EAS☐ AS☐ U

Contributes to the operational effectiveness of the command by performing specific duties as contained in the position description and other duties as assigned.

##### ACCEPTABLE:

- o Executes work assignments, follows appropriate procedures, complies with applicable regulations and policies, meets assigned deadlines.
- o Meets accepted command standards with regard to work quality and quantity, completeness and accuracy, and consistency and timeliness.
- o Requires minimal supervision. Work independently on routine assignments, needs supervisory guidance primarily for unusual or complex situations.
- o Produces work that satisfies customer requirements and provides timely support.

Where applicable - Security and Acquisition element

#### ELEMENT 2. COMMUNICATIONS

☐ EAS☐ AS☐ U

Promotes flow of information and understanding needed to operate command programs, achieve command missions, supports customer service, and facilitates personnel interactions.

##### ACCEPTABLE:

- o In written and oral communications, the employee expresses information clearly, completely, correctly, and in a timely manner.
- o Uses the chain-of-command to resolve problems, seeks assistance and clarifies work requirements.
- o The employee fully staffs work assignments with others when issues being addressed impact other work areas.
- o No more than two (2) valid customer complaints are reported within the rating cycle.

#### ELEMENT 3. CUSTOMER SERVICE

☐ EAS☐ AS☐ U

Provides prompt, courteous and knowledgeable service to both internal and external customers.

##### ACCEPTABLE:

- o Knows the requirements of specific customer/markets.
- o Understands customer goals, strategies and processes to ensure customer focused decisions.
- o Maintains personal involvement with and seeks feedback from customers.
- o Keeps resources focused on responding to customer needs.
- o Strives for continuous work process improvement.
- o Applies Customer Satisfaction as the ultimate guide in decision-making.
- o Keeps supervisor informed of problems and potential problems.
- o Is polite and courteous to all customers at all times with no more than one(1) substantiated complaint in a 90 day period.

# CNO PMI ROTATION SUMMARY

Your Name: \_\_\_\_\_ Rotation: budget / outside OPNAV / Fleet / OPNAV

Date: \_\_\_\_\_ Host Office: \_\_\_\_\_

Rotation Mentor: \_\_\_\_\_ Host Supervisor: \_\_\_\_\_

Would you recommend this rotation to another PMI?

Yes

No

Maybe with the suggestions outlined below

Long term POC information for other PMIs to coordinate future rotations?

\_\_\_\_\_

Projects/area of work in your portfolio:

Strengths of the office hosting a PMI?

Weaknesses of the office in supporting a PMI rotation (personnel or nature of the work)?

Other collateral benefits or outside the office liabilities experienced during the rotation?

How would you have improved this rotation if you had it to do over again?